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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 2

The Director of Security determine the extent to which the NSC contemplated that the Agency should be involved in the S-DMICC program and establish frames of reference for Agency participation.

ACTION

This matter is being studied by the Office of Security which provides Agency representation on the S-DMICC. Upon completion of the study a report will be made.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 3a

The Director of Security abolish the Policy Staff when the present staff chief retires or is reassigned.

ACTION

18 April 1961 - Memo D/S to DD/S commenting on report of EA-DD/S regarding organizational structure of the O/S:

"The Policy Staff and the Inspection Staff will be abolished, to be replaced by a small group of special assistants, each with several primary and secondary responsibilities in order to provide depth for mutual assistance and replacements in the several duties as required."

STATUS

Implementation of recommendation accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 3b

The responsibility for the internal coordination of policy recommendations to be submitted to the Director of Security be assigned to senior but untitled staff assistants in the immediate office of the Director of Security.

ACTION

18 April 1961 - Memo D/S to DD/S commenting on report of EA-DD/S regarding organizational structure of the O/S:

"The Policy Staff and the Inspection Staff will be abolished, to be replaced by a small group of special assistants, each with several primary and secondary responsibilities in order to provide depth for mutual assistance and replacements in the several duties as required."

STATUS

Implementation of recommendation accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 5

The Chief and Deputy Chief of the Training Branch visit the field offices and develop a training program for field personnel.

ACTION

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The Office of Security concurs in this recommendation and has implemented it to the following degree. The Training Officer visited the [redacted] during the week of 20-24

February 1961, where he effected training consultations with the Special Agents in Charge and all attendant professional and clerical personnel. Long-range training plans were drawn to promote career development through training for these people. The Training Officer will be in the [redacted] 25X1A Office in August 1961 with a similar mission and before calendar year 1961 ends, the other five offices will be visited with the same purposes in mind.

It should be pointed out that there has been a standard training program in effect for field personnel since the implementation of the field offices. This program is exemplified by such devices as the Biannual Conferences, the Information Bulletin, In Service Training Classes, SAC and ASAC Conferences, Chief Clerk Conferences, External Language Training and TSD Operational Courses. Consistent with work requirements, every reasonable effort has been made to have agent field personnel take basic Agency orientation courses. As 25X1A an example, [redacted] agent personnel presently assigned to domestic field offices have completed the Intelligence Orientation Course.

All of the above training has been conducted under the guidance of the Chief and Deputy Chief of the Training Branch.

STATUS

Implementation of recommendation accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 6a

The Director of Security direct the Career Service Board to develop a program leading to the broadening of the experience of security generalists, with greater rotation between major units and long-range career development.

ACTION

11 March 1961 - Memo D/S to Chairman, O/S Career Service Board states that records reflect a sizeable number O/S employees have served in more than one major component of the office. Nevertheless, the Board on a continuing basis should take appropriate action to insure development of security generalists insofar as practicable, consistent with operational requirements and sound personnel management.

21 April 1961 - Excerpt from minutes of O/S Career Service Board meeting of 19 April 1961 states:

"The Board discussed the Inspector General's Recommendation #6-A and your comments as contained in the memorandum for the Chairman, Office of Security Career Service Board, dated 11 April 1961. The Board noted that [redacted] professional employees of the Office of Security, or [redacted] % of the total professional staff of the Office, had served 25X1A in two or more major components of the Office." 25X1A

"The Board will continue to insure the development of Security Generalists insofar as practicable, consistent with operational requirements and sound personnel management by utilizing qualified personnel in varied assignments within the Office of Security Career Service."

STATUS

Implementation of recommendation accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 6b

The Deputy Director (Support) take action to assign qualified Security personnel to serve on a tour basis in other support components, and to assign similarly qualified officers from other components to appropriate positions in the Office of Security (other than in the Administrative and Training Staff).

ACTION

Concur. This kind of training and development has already been initiated between the Office of Security and another career service. Though the numbers of officers involved in such rotation will necessarily be small in a given number of years, this sort of planning is entirely consistent with DD/S philosophy of career development.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 6c

The Director of Security direct the Career Management Officer, periodically, to visit domestic Security offices and develop a Career Service educational and personal relations program.

ACTION

The Director of Security advises that a program similar to the one recommended by the Inspector General was commenced in June 1960 when the Chief, Personnel Branch, Office of Security,

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Plans to visit the remaining Field Offices were interrupted by other requirements in the Office of Security, which took precedence at that time. The Director of Security has directed that his Career Management Officer (Chief, Personnel Branch) coordinate with the DD(IOS) to plan periodic visits to all Field Offices, to effect the purposes of the recommendations as soon as the workload in the Personnel Branch and the Field Offices permits.

STATUS

Implementation of recommendation accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 6d

The Director of Security establish modified educational requirements for low and medium grade technical positions requiring a high degree of training and experience but offering limited career incentives. If necessary such positions could be classified "Technical" rather than "professional".

ACTION

21 April 1961 - Memo D/S to Chairman, O/S Career Service Board states:

"It has been the policy of the Security Career Service to waive educational requirements in connection with promotions to professional status only in those exceptional cases where it has been clearly demonstrated that training and experience more than compensated for the lack of formal education. There is some merit in the Inspector General's philosophy; however, there is also need for approaching this subject very cautiously. I feel strongly that it would not be in the best interests of our career service to establish a "technical" position classification for the category of personnel referred to.

"The low and medium grade technical positions are now being used satisfactorily in most instances as entrance positions for young professionals with appropriate educational backgrounds which enable them to advance to higher grade professional positions. In some cases these people are in the process of completing their college educations and many have already accomplished this goal and are progressing in the service.

"I consider that a change in our present policy would be unwise; however, the Career Service Board should continue to give careful consideration to any case in which educational requirements are lacking but where demonstrated training and experience compensate for this lack. In deserving cases of this kind I will entertain an appropriate recommendation for advancement. The Career Service Board will of course keep me advised by recommendations in cases of this kind through the minutes of its meetings."

STATUS

Action taken by the D/S is considered to be a satisfactory resolution of the recommendation.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 6e

The Deputy Director (Support) direct the Director of Security to submit proposed TO revisions to provide GS-13 senior agent positions for superior officers who are more valuable as specialists or program security officers than as desk supervisors.

ACTION

Upon the direction of the Deputy Director (Support), the Office of Personnel is currently engaged in surveying position classifications for the purpose of determining whether upgrading positions as recommended is justified.

STATUS

Pending action by Office of Personnel.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 6f

The Director of Security be commended for the development of one of the better career services in the Agency.

ACTION

This has been accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 7

The DD/S designate the Director of Security, Chief Medical Staff and Director of Personnel, jointly and in collaboration with other appropriate elements of the Agency, to develop a research program to provide a better basis for estimating preemployment security risks.

ACTION

A committee comprised of representatives from the Medical Staff, Office of Personnel and to be Chaired by the Office of Security, has been designated to explore this problem in greater detail. As yet they have not reached a decision as to whether the possible results would be worth the cost in terms of manpower and money, but a report will be made on their findings at some future time.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 8a

The Director of Security establish a panel composed of qualified senior Security Officers to pass judgment on grey cases in which significant suitability factors are present.

ACTION

The Director of Security, by Office of Security Directive No. 61-2, dated 15 March 1961, established a Security Clearance Review Panel composed of senior Security Officers to consider any security clearance case referred to it by the Director of Security. The Panel will be advisory to the Director of Security and will report to him, in writing, its recommendations for approval or disapproval with a brief summary of justification for the recommended action in each case.

STATUS

Implementation of recommendation accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 8b

The DD/S undertake to clarify the respective responsibilities of the Medical Staff, Offices of Security, Personnel, and Training and the M-S-P Panel in determining suitability of employees and applicants.

ACTION

A new regulation covering this subject is being prepared.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 9

The DD/S, in collaboration with the DD/I and DD/P, study the possibilities of clarifying the clearance process to reduce or eliminate the many categories of special purpose clearances.

ACTION

The DD/I and DD/P have been asked to designate a member of their respective organizations to serve on a committee to be chaired by the Office of Security to study the points raised by the Inspector General as shown above and make appropriate recommendations to DD/S.

STATUS

Awaiting nominations by DD/I and DD/P to serve on the committee to study clearances.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 10

The Director of Security, in collaboration with Chief, Medical Staff, and Director of Personnel, as appropriate, undertake to establish stricter suitability criteria for overseas assignments and take the necessary steps to ensure closer adherence to such criteria.

ACTION

A new regulation setting forth responsibilities and establishing procedures in these fields is being prepared.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION NO. 12

The Office of Security assume responsibility for the prompt notification of Agency elements having a share of the responsibility for the handling of serious incidents involving Agency employees.

ACTION

While it is recognized that the Office of Security is often the first to find out about emergencies affecting Agency personnel, particularly those occurring during non-duty hours, and though it is often necessary for Security officers to move to the scene of the emergency, nevertheless, security aspects are only one kind involved as there are responsibilities of the Office of Personnel and Medical Staff as well, to name only two. Though the Office of Security will often be the first to give information, the DD/S feels that the primary responsibility for the notification of other elements should continue to be with the Office of Personnel where it is now established by regulation.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 13

The Director of Security assume responsibility for prompt referral to the DCI and IG of security cases of concern to them.

ACTION

The Director of Security advised that referral of cases to the DCI and IG as recommended is being done as the occasion indicates.

STATUS

Implementation of recommendation accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 14

The DCI re-emphasize to senior officers his policy of dealing severely with Agency employees committing major offenses including neglect of duty, criminal acts or violations of security, and that maximum punitive action will be taken in all such cases.

ACTION

The Director has discussed this matter at a Deputies' Meeting and at a Senior Staff Meeting. The intent of this recommendation is assumed to be accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 15

The DCI approve the preparation and publication of an Agency code as policy guidance for the development of higher standards of ethics, morality and integrity in the Agency.

ACTION

This recommendation was discussed at a Deputies' meeting and it is the understanding of the DD/S that the IG undertook to draft a proposed code for the Director's consideration.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 18

The DD/S authorize the Director of Security to acquire the services of a competent safe repair and maintenance man and discontinue the use of outside contractors for this purpose.

ACTION

Concur. Appropriate action is being taken to implement this recommendation.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 19

The Director of Security take the steps necessary to tighten admittance to Administration Building, especially when large numbers of non-Agency people congregate for meetings or conferences.

ACTION

A review of visitor control procedures for Administration Building has been made by the Office of Security. The procedures are being revised to effect better visitor controls in connection with persons who come to the building for meetings and conferences.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 20

The Director of Security in conjunction with the Director of Personnel survey the functions and responsibilities of the Night Security Officers to determine if the rates of compensation are adequate for the requirements of the job.

ACTION

Upon the direction of the Deputy Director (Support), the Office of Personnel is currently engaged in surveying position classifications for the purpose of determining whether upgrading positions as recommended is justified.

STATUS

Pending action by Office of Personnel.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 21a

The Director of Security request the Chief, IRD, to prepare a staff study on the probable personnel requirements for the foreseeable future.

ACTION

The Director of Security has submitted a report setting forth information from the Interrogation Research Division regarding the probable personnel requirements for IRD for the foreseeable future. This information will be used in considering T/O requirements for the Interrogation Research Division.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 27a.

The Director of Security establish the policy that as vacancies occur all professional positions in the Technical Branch be staffed with qualified technicians or engineers.

ACTION

The Office of Security concurs in this recommendation and over a period of time intends to staff all professional positions in the Technical Branch with qualified technicians or engineers as vacancies occur. In certain positions, however, such as Chief and Deputy Chief, Technical Branch, as well as, Chief, Operations Section, an administrative background is considered mandatory. Although in the future attempts will be made to staff these three positions with engineers with proven administrative ability, it is felt that until such personnel is available, emphasis must necessarily be placed upon the administrative ability of replacements.

STATUS

Implementation of recommendation accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 27b

The Director of Security consider the assignment of a medium grade Administrative Officer to the unit if and when the expanded overseas inspection program creates added administrative burdens.

ACTION

The table of organization for the Technical Branch provides a GS-9 Technical Support Officer who is now on duty. Included in his functions is the responsibility to handle administrative matters of a supply nature in addition to his regularly assigned technical support duties. The scope of the administrative type duties does not at this time warrant the assignment of a full-time administrative officer in view of the overall administrative support provided by the Administration and Training Staff. If the volume of administrative type duties becomes large enough to warrant a full-time administrative officer, action will be taken to obtain approval for such a position.

STATUS

Implementation of recommendation accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 28

The safety function and staff be assigned to the Office of the Deputy Director (Support).

ACTION

Non-concur. Because the DDS already has so many people reporting directly to him without intermediate supervisors, the DDS does not wish to accept further functions without the strongest possible justification. The DDS has therefore considered two other areas where this function might be placed, the Office of Logistics and the SPA/DDS. The DDS has concluded that there would be no net gain in moving it to either of these places. Since it is operating successfully where it is, the DDS prefers to leave the function for the time being with the Office of Security. It is agreed, however, that the Inspector General's recommendation has merit, and DDS proposes to look at this matter again in a year or so to assure that no new factors have arisen to change his present thinking.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 29

The Director of Security limit distribution of the Agents' Manual, and make a study to evaluate the manual in terms of cost versus use.

ACTION

Distribution of agent manuals has been curtailed. Henceforth a number of manuals sufficient to assure ready access by agents will be issued to each field office. Manuals will continue to be issued to resident agents who do not have ready access to the field offices. A study of the cost versus use factors has been made and the Director of Security has concluded that the overall value of the manual as a vital administrative and management tool, on a comparative basis, constitutes the cost factor as minimal. The manual is not primarily intended to establish uniformity in field operations and reports. It is a repository of basic policy and a most important communication medium. It is designed to guarantee efficient and secure investigative and operational support activities so that no compromise will result due to problems arising from undefined fundamental investigative procedure, confusion of jurisdiction, or lack of guidance.

STATUS

Implementation of recommendation accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 30

The Daily Report be discontinued.

ACTION

The requirement for the submission of daily reports by agent personnel was rescinded 1 November 1960 by a directive to all field offices dated 28 October 1960.

STATUS

Implementation of recommendation accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 32.

The Director of Security undertake a study of the systems used in the Office of Security to levy requirements upon the field offices, and develop an integrated office-wide system based upon practical operational procedures rather than a formal exchange of correspondence after the fact. The procedures should be internally compatible and use similar forms where possible.

ACTION

The study of this recommendation has been assigned to the Management Staff. The study is in a pending status.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 33

The Director of Security encourage the use of privately-owned vehicles wherever appropriate to reduce the number of Agency-owned vehicles now assigned to field stations.

ACTION

By appropriate communication to all field offices, the Director of Security has directed that where appropriate and consistent with good security practices and operational requirements, the number of Agency-owned vehicles be reduced and the use of privately-owned vehicles be encouraged.

STATUS

Implementation of recommendation accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 34

The Director of Security direct each SAC to provide a private office for the ASAC wherever possible.

ACTION

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Private offices are available in all field offices for the Assistant Special Agent in Charge with the exception of the [redacted] Field Office. New space is being obtained for this office. Due consideration will be given in negotiations for space to the matter of a private office for the ASAC.

STATUS

Implementation of recommendation accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 35

The Director of Security determine the need for electric typewriters at field offices, and that they not be withheld for purely budgetary reasons.

ACTION

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Sufficient funds were available during FY 1960 to permit the procurement in May 1960 of [redacted] electric typewriters for domestic field offices and nineteen electric typewriters for headquarters offices. In addition, in April 1961 requisitions were submitted to the Office of Logistics for the procurement of [redacted] electric typewriters for domestic field 25X1A offices and eleven electric typewriters for headquarters components.

The advantages that electric typewriters and other office machines offer in terms of savings in clerical time and effort are recognized and action will be taken as appropriate to insure that equipment needs in this regard are properly satisfied.

STATUS

Implementation of recommendation accomplished.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 36

The Director of Security ask the Records Management Office to help simplify the system of final reports, particularly on completely favorable cases.

ACTION

A survey of the methods and format of final reports was begun, on 27 April, and is still in progress by the Management Staff.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 38

The Director of Security establish the requirement that in field support activities the officer involved be given sufficient facts to determine how he might best accomplish the mission and instruct Chief, SSD, to reject any future requests that do not meet the requirement.

ACTION

The requirements set forth in the recommendation have been given to appropriate staff personnel in the Office of Security for compliance in handling support activities.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 39a

The Director of Security establish the policy of complete integration of the internal records of the Office of Security.

ACTION

The principle of completely integrated Security records is compatible with the Director of Security's action in 1958 when he established the Security Records Division to maintain and service the Overt and Covert Security case files. The records survey now being conducted in Security Records Division by the Records Management Staff will include comments and recommendations on this central integration of Security records.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 39b

The DD/S direct the Management Staff to conduct a survey of the records requirements of the Office of Security and submit its proposals for complete modernization and mechanization of the central records function.

ACTION

Records Management Staff has completed the 30-day fact finding phase of its survey of procedures in Security Records Division. Several improvements were approved and installed by the Division Chief, during this phase. The Records Management Staff is analyzing the survey findings and expects to submit proposals concerning modern records management principles, procedures, and equipment for this central records operation in the near future.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 39-c

An educational program for personnel of the Security Records Division be undertaken and they be encouraged to participate in the informal liaison which exists between other records components of the Agency.

ACTION

Such a program has been initiated in accordance with the above requirements.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 40

The Director of Security place the Security Records Division under the immediate supervision of the Executive Officer of the Office of Security.

ACTION

The Director of Security does not concur in the recommendation of the Inspector General, which would take the entire Security Records Division out of the jurisdiction of the DD(IOS) and place it under the immediate supervision of the Executive Officer in the Office of the Director of Security.

It is significant to note that the Executive Assistant to the Deputy Director (Support), in his recent report on the organizational structure of the Office of Security, did not make this same recommendation. He did recommend that the "Registry" portion of the Security Records Division be transferred to the jurisdiction of the Executive Officer. However, the Director of Security disagreed with this suggestion. (See memo dated 18 April 1961 supporting comment for Recommendation No. 1.) The Deputy Director (Support) has accepted the non-concurrence of the Director of Security.

The reasons for the Director of Security's nonconcurrence in the recommendation of the Inspector General to transfer the entire Security Records Division under the immediate supervision of the Executive Officer are that the Security Records Division is not a file repository in the generally accepted sense of a records division, but instead is an integral part of the investigative and appraisal functions; its file keeping function is actually incidental to the part it plays in investigations and appraisals.

To remove the entire Security Records Division from under the control of the responsible operating deputy and place it under the Executive Officer would take vital operating functions and activities away from the responsible operating official.

Experience has proved that although the organization may be unorthodox when compared to the usual file repository, it is well suited to the type of operation carried on by the Office of Security, which is not comparable to other organizations using file libraries.

The Deputy Director (Support) agrees in the nonconcurrence to this recommendation.

STATUS

Recommendation is not concurred in by the Deputy Director of Support.

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INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 41a

The DD/P and the DD/S direct a coordinated evaluation of this project, with particular emphasis on costs, potential and substantive contribution to the Agency's mission.

ACTION

The Office of Security and the CI Staff are making evaluations in relation to the project. Upon completion, a report will be submitted.

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